



CUYAHOGA VALLEY  
CAREER CENTER

## Cuyahoga Valley Career Center

### Job Posting #1969

**Job Posting Date:** 3/13/2019

**Employer Information:** Architectural Fiberglass, Inc.  
**Contact:** Mr. Michael Dobronos  
8300 Bessemer Ave  
Cleveland, OH 44127-1839  
**Phone:** 216-641-8300 **Ext:**  
**E-mail:** archfib@aol.com

**Main Business:** Manufacturing

**Job Title:** Administrative Assistant / Receptionist

**Full/Part-time:** Full-Time **Job Hours:** 8:30 am- 5:00 pm

**Job Duties:** Computer literate with strong computer skills. Knowledge of Microsoft Programs. Payroll knowledge is helpful. Good phone communication skills Self motivated and well organized. Multi-tasker.

**Compensation:** Commensurate with experience.

**Special Notes / Additional Information:**

**How to Contact:** E-mail resume

**Seeking:**  
CVCC Alumni, Adult /Job Seeker

**PLEASE APPLY DIRECTLY THROUGH EMPLOYER FOR THIS POSITION**